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Security Information

SUMMARY OF ACTION TAKEN IN MEETINGS OF THE WORKING GROUP
ON PERSONNEL DEVELOPMENT PROGRAM

1. Selection Out. "A selection-out process should be adopted as part of the Career Service Program and should be used to retire from the CIA those who fail to meet performance requirements and those whose usefulness has become so marginal as unduly to inhibit the advancement of more able employees." Tab B represents the procedure recommended by this Group for such purpose.
2. Application and Certificate for Participation in the Development Program. The Working Group agreed that no "Declaration of Intent" should be required in the Career Service Program. Instead, an application form, submitted as Tab C, should be used which would permit each person when eligible to apply for participation in the Development Program.
3. Career Service Boards. In cooperation with the Working Group on ROTATION, a Conference Report regarding Composition and Responsibility of Career Service Boards was prepared. It is submitted as Tab D.
4. Probation. CIA Regulation [REDACTED] dated 5 November 1951, Section C, concerns Appointment to this Agency, including probationary period requirements. The Working Group recommends a revision of this Regulation to provide maximum uniformity within the allowable Civil Service regulations. It is recommended that (1) the probationary period for all prospective CIA employees be identical, and (2) the time spent by employees while awaiting clearance be not included in the probationary period. Persons who have acquired federal competitive status will not be required to serve a probationary period in CIA.
5. Appeals. It was agreed that the CIA Career Service Board, with the functions and responsibilities already recommended by this Working Group, (see 3 above), would have both the authority and machinery for handling appeals.
6. Appraisal of Personnel Potential. The Working Group agreed that the Personnel Evaluation Report previously submitted by the Working Group on Employee Rating is adequate at present for the evaluation of personnel potential for the Career Service Program. Only experience in the use of this form will indicate whether additional appraisal devices are necessary.

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